



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Consultant Services Agreement – Sewer Project Design Services – Phase 1

RECOMMENDED MOTION:

Authorize City Manager to execute contract with West Yost Associates

SUMMARY

The City of Sausalito had a sewer needs assessment done in 2002. The Assessment identified several sanitary sewer rehab projects to be completed. While several projects have been completed others remain outstanding. Projects yet to be completed are identified in the 2008 Sewer Fund Capital Improvement Program Budget. A request for proposals was prepared to perform detailed assessment and preliminary design. The request was sent to ten sanitary and environmental engineering firms. Two firms responded. West Yost Associates, located in Davis and RMC Water and Environment, located in Walnut Creek.

Both firms provided a proposal to perform assessment and to prepare a 10 percent plan development. West Yost estimate to perform the work was \$27, 278 as compared to the RMC estimate of \$61,554. Both firms have are qualified to do the work. The available budget for consultant design services is \$270,000.

Staff seeks authorization to enter into an agreement with West Yost Associates.

BACKGROUND

The sanitary sewer collection system in the City is aging. Some segments of the system have become damaged as a result of ground movement, root infiltration, wear from regular cleaning and other factors. Other segments are not yet damaged but are in vulnerable and environmentally sensitive areas. Repairs are needed to restore function.

The City performed a needs assessment in 2002 which identified many small sewer repair projects. Some projects have been completed but others remain outstanding.

The City sent out a request for proposals in March. In this request we sought sewer design services. During pre-proposal submittal discussions with firms it became apparent that there was insufficient documentation of the identified segments with regard to conditions. The City also lacked any written evaluation of the most efficient and effective repair for the sewer segments. Both responding firms submitted proposals for segment assessment and design services to the 10% stage (Preliminary Plan development).

The submitting firms are RMC Water and Environment and West Yost Associates. Staff reviewed the proposals and found both firms to be qualified to perform the work. West Yost's estimate to perform the work was the lower cost proposal for similar work scope.

ISSUES

The proposed work will require additional design work and authorizations before sewer construction projects can be advertised for bids. A phase 2 authorization will be likely in the future.

FISCAL IMPACT

The proposed work will have no impact on the General Fund. The work is proposed to be funded from the Sewer Fund which comes from sewer charges added to property tax assessments.

The West Yost Associates estimate for the work is \$27,278. The Sewer Fund Budgeted \$270,000 for complete plan development with consultant assistance. The full costs for this construction plan development effort are not known at this time.

Because of the time of the year, a purchase order requisition is not attached. If approved a purchase order requisition will be prepared as quickly as feasible in the month of July in Budget Year 2009. The project is included in the 2009 Budget at the levels cited previously.

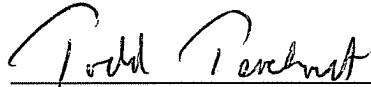
STAFF RECOMMENDATIONS

Adopt a motion authorizing the City Manager to execute a professional services agreement with West Yost Associates. The authorized amount shall not to exceed \$27,278 without further authorization.

ATTACHMENTS

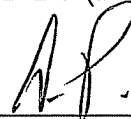
Request for Proposal
Request distribution list
Professional Services Agreement

PREPARED BY:



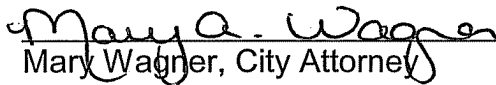
Todd Teachout, City Engineer

REVIEWED BY (Department Head):

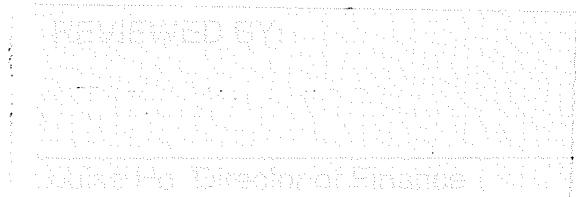


for Vacant, Director of Public Work

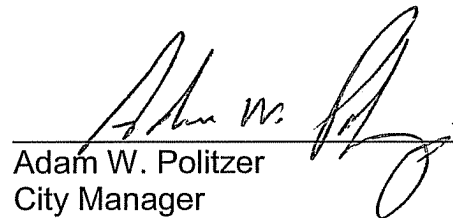
REVIEWED BY (City Attorney):



Mary Wagner, City Attorney



SUBMITTED BY:



Adam W. Politzer
City Manager

**REQUEST FOR QUALIFICATIONS AND PROPOSAL FOR
CONSULTANT SERVICES TO PREPARE PLANS, SPECIFICATIONS,
ESTIMATE AND OTHER DOCUMENTS FOR
SEWER SYSTEM PROJECTS WITHIN THE
CITY OF SAUSALITO**

Release date: March 28, 2008

Closing date: April 22, 2008

Contact person: Todd Teachout, City Engineer

INTRODUCTION

The City of Sausalito (The City) seeks a qualified consultant to prepare plans and specification to correct sewer system deficiencies. The City performed a condition assessment which found several deficiencies in the sewer collection system. Plans, Specifications and Estimates need to be prepared to enable correction of these problems. Several of the locations will require unique construction staging, lateral service relocation, and the potential to acquire property rights for new facilities. We seek services to resolve those matters as well. Project descriptions follow:

Project Number	Description
	2005 Sewer Main Rehab Projects
CK05-001	517 Nevada Street
CK05-002	403 Coloma Street
CK05-003	247-305 Gate 5 Road
CK05-004	475 South St. - Edwards Ave.
CK05-006	137 Prospect-495 Saus. Blvd.
	Waterfront Projects (CK07-002)
CK04-001	Alex Ave. Main (@Beach)
CK05-007	Alexander Ave. Force Main
CK04-002	Bridgeway (Valley to Main)
CK04-007	Grease Interceptor-Spinnaker
CK04-008	Spinnaker Main
CK06-001	Gate 5 Road
CK06-005	Rehab Anchor St. Pump Station
	2009 Sewer Projects
CK07-001	Sanitary Sewer Rehab Project-incl:
	33 Toyon Ln. to 69 Woodward Ave.
	MLK Park (Bldg #2 Lateral)
	Harbor Drive (Gate 5 Rd. - East to end of Street)
	4th Street (Valley to Main Street)
CK06-004	Pump Station Upgrade (Whiskey Springs)

Plans were prepared for the 2005 Projects by RMA. The project was advertised but no bids were received. Efforts to review and revise the plan with the consultant have been unsuccessful. The unsuccessful bid plans shall be available for reference.

The City has approximately 22 miles of Sanitary Sewers. The City had a Sewer Evaluation done in 1986 by JayKim Engineers which included I & I evaluation. That study concluded that the majority of problems were the result of direct connections, leaking service laterals, deteriorating sewers and appurtenances, and groundwater. City began an I & I reduction program subsequent to the issuance of that 1986 report and has implemented both administrative programs and capital projects to begin to address the problem. The City adopted a Sewer Ordinance requiring lateral inspection and verification of condition. The City created and operates a Capacity Management, Operations and Maintenance (CMOM) Program. The City has a very active ongoing sewer cleaning program. The City's CMOM contains a full inventory of the Sanitary Sewer System (mains only) and Maintenance Records. The City performed a video inspection of the Sewer System in 2001/02 and has been recording maintenance activities through the system since that time. The City is currently begun discussions with the Sausalito Marin City Sanitary District on Sausalito Collection System and District Conveyance System Improvements. It is expected that agreements emerging from these discussion will be independent of the scoped project work sites identified above.

Sausalito is a small city at the southern end of Marin County and has shoreline along San Francisco and Richardson Bays. The City was incorporated in 1893. It has a population of approximately 7,500. The area of the City is approximately 2.5 square miles. The City operates and maintains the sewage collection system. Wastewater is treated by the independent Sausalito-Marín City Sanitary District. Commercial interests in the City include tourism based businesses (Hotels, Restaurants, gifts, tour businesses), there are numerous art galleries and artists studios. Yachting and nautical based businesses are also prevalent. With the exception of the commercial areas residents have homes built on steep hillsides. Local streets are generally narrow (under 22 feet wide) and lack sidewalks. Sausalito provides an excellent view of the City of San Francisco, Angel Island, and the East Bay Hills. The City abuts the Marin Headlands which are a part of the Golden Gate National Recreation Area.

Because of the small size of the organization of Sausalito, the Consultant will be expected to operate independently with little staff support beyond supplying historical records and report guidance.

SCOPE OF WORK

Consultants will be asked to complete the following major elements in the Sewer Fee Update Study:

- I. **Review Existing Reports** – Review past City, Sewer District (if available) and other (Regional Board, State Board, Richardson Bay Regional Authority, Army Corps, etc) studies assessing Sewer integrity. The goal is to define detailed evaluation efforts.
- II. **Evaluate Sewer Integrity(Detailed evaluation)** – Perform necessary evaluation to precisely identify the defect(s).
- III. **Preliminary Design** – Identify project work scopes for corrective measures (if necessary). Identify right of way acquisition information (if needed), construction easements. Develop Plans that define work limits, work scope, and estimate to correct identified problems.
- IV. **Final Design** – Prepare Plans Specifications and Estimates.
- V. **Construction Support** – respond to contractor questions, coordinate any construction staking required, be available to inspect crucial aspects of a project.
- VI. **As-Built Plans** – provide city with As-Built Plans documenting the work performed and contractor changes.

SCHEDULE

Work will begin immediately upon execution of an agreement with the selected consultant. The consultant shall prepare a schedule to complete the requested work.

BUDGET

The City has budgeted up to \$270,000 for the work that includes plan development, environmental review, title and survey work and construction engineering.

PROPOSAL FORMAT

A qualifying proposal shall be submitted to the City of Sausalito addressing all of the points in the above scope of work in the following format:

1. A brief description of the firm, contact person or persons, address, telephone number, fax, and e-mail address.
2. Resumes of key staff who will work on the project.
3. A description of the firm's knowledge and past experience regarding the development of sewer maintenance project plans and related work.
4. Three references who have direct knowledge and experience working with the firm on recent projects that are similar in nature to the scope of work outlined in this RFQ/P.
5. A schedule and description of milestones and deliverables to evidence progress and achievement that will coincide with billing cycles.
6. A cost proposal detailing the cost for each phase of the proposed work.

PROPOSAL SUBMITTAL

1. Provide five (5) copies of the proposal no later than 5:00 p.m. on the "closing date" listed on the front page of this RFP. Proposals shall be addressed to Todd Teachout, Sausalito Community Development Department, City of Sausalito, 420 Litho Street, Sausalito, CA 94965.
2. All proposals shall be submitted in a sealed envelope, clearly marked with the title of this RFQ/P, with the closing date and time.
3. Late proposals will not be accepted.
4. All proposals, whether selected or rejected, shall become the property of the City of Sausalito.
5. The cost of RFQ/P preparation shall be that of the consulting firm and shall not be paid by the City of Sausalito.
6. Proposals shall be signed by an authorized employee in order to receive consideration.
7. City of Sausalito will not be responsible for proposals delivered to a person or location other than that specified herein.

SELECTION PROCESS AND AWARD CRITERIA

1. The City of Sausalito will use a competitive evaluation process wherein the experience, background, and knowledge of each firm is evaluated as it relates to the scope of work. After the evaluation committee has reviewed and discussed proposals with the firm's proposing, each will be rated using the following rating criteria and schedule.

A.	The consultant's compliance in addressing the scope of work items and the approach to the project.	25 points
B.	The specific experience and references from former municipal clients.	15 points
C.	The consultant's working knowledge of Sausalito, Sausalito Marin-City Sanitary District and other sewer utility districts in the vicinity.	15 points
D.	The consultant's approach to completing the work scope	25 points
E.	Review of Consultant's example studies from the proposed team.	10 points
F.	The consultant's proposed fee and schedule.	10 points
	TOTAL	100 Points

2. The City of Sausalito will exercise its discretion in selecting a firm and will likely be asked by the City Council to negotiate a contract in accordance with the City's selection process.
3. The City of Sausalito reserves the right to award a contract to the firm that presents the proposal which, in the sole judgment of the City, best serves the community's interest.
4. The City of Sausalito reserves the right to reject any and all proposals, to waive minor irregularities in proposals, or to negotiate minor deviations with the successful firm.

CONFLICT OF INTEREST

The consultant selected to perform the work warrants that no official or employees of the City of Sausalito, nor any business entity in which an official of the City of Sausalito has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of such contract without immediate divulgence of such fact to the City Manager.

INSURANCE

The successful firm shall provide an original certificate of insurance naming the City of Sausalito as an additional insured for the following:

1. Worker's compensation.
2. General liability and property damage.
3. Automobile insurance.
4. Errors and omissions.
5. The policy shall not be cancelable within thirty (30) days advance notice to the City of Sausalito and shall be in a form approved by the Sausalito City Attorney.
6. In the event that the policy is cancelled prior to the completion of the project, the City of Sausalito may obtain the required insurance and deduct the premiums from the contract.
7. If the policy is a claims made policy, the policy shall contain language providing coverage of up to six (6) months following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein.
8. As used above, Consultant or consultant includes any administrative sub-contractor, agents, officers, or employers.

INDEMNIFICATION

1. The consultant agrees to hold harmless and to indemnify from every claim or demand which may be made for any injury or death or damage to property caused by consultant in the performance with a future contract.

2. Such duty is irrespective of the date upon which the claim or demand is asserted, and if any judgment is rendered against the City for any injury, death, or damage caused by the consultant in the performance of the work, the consultant at his or her expense shall satisfy and discharge any judgment. None of the foregoing paragraphs shall be applicable to injury, death, or damage caused by the City of Sausalito's negligence. The consultant agrees that it shall immediately notify the City of Sausalito and the consultant's insurance carriers of any incident during the performance of the work which may result in a claim or liability.

ASSIGNMENT

Any work resulting from this RFQ/P, and any amendments or supplements thereto, shall not be assignable by the successful bidder either on a voluntary or involuntary basis or by the operation of law without the written approval of the City of Sausalito and shall not become an asset in any bankruptcy, receivership, or guardianship proceedings.

Please limit responses to 8 to 12 pages, excluding any attachments

CONTACT

All contacts regarding this RFQ/P shall be directed to:

Todd Teachout

City Engineer

City of Sausalito

(415) 289-4111

tteachout@ci.sausalito.ca.us

If you have received this RFQ/P and have no interest in responding, please pass it along to a professional firm who may. Thank you.

REQUEST FOR PROPOSALS

Sanitary Collection System Capital Improvements Assessment Proceedings Sewer Rate Study

LaTonya Price
CH2MHill Engineers
33 New Montgomery Street
Suite 2000
San Francisco, CA 94105
1-415-541-7220

Kanda Raj
Nolte Engineering
201 North Civic Drive
Suite 255
Walnut Creek, CA 94596
925-934-8060

Mark Wilson
Nute Engineering
907 Mission Avenue
San Rafael, CA
415-453-4480

Diane Fontes
Winzler & Kelly
417 Montgomery Street
Suite 700
San Francisco, CA 94104
415-283-4970

Kerry Gudjohnsen
Kennedy/Jenks
622 Folsom Street
San Francisco, CA 94107
415-243-2150

Jennel McDonald
CDM
100 Pringle Avenue
Suite 300
Walnut Creek, CA 94596
925-933-2900

Tessa Taylor
Boyle Engineering
100 Howe Avenue
Suite 250 N.
Sacramento, CA 95825
916-483-7771

Janice Sykes
Black & Veatch
2999 Oak Road
Suite 490
Walnut Creek, CA 94597
925-949-5900

Beth Linskens
Brown & Caldwell
201 North Civic Drive
Suite 115
Walnut Creek, CA 94596
925-937-9010

Rick Chan
Carollo Engineers
2700 Ygnacio Valley Road
Suite 300
Walnut Creek, CA 94598
925-932-1710

Vivian Housen
RMC Water and Environment
2001 N. Main Street, Suite 400
Walnut Creek, CA 94596
925-627-4100 ph
925-627-4101 fax

CITY OF SAUSALITO
PROFESSIONAL/CONSULTING SERVICES AGREEMENT

This **PROFESSIONAL/CONSULTING SERVICES AGREEMENT**, (this "Agreement") is made and entered into this 10th day of June, 2008, by and between the **CITY OF SAUSALITO**, a municipal corporation (hereinafter "City") and **West Yost Associates** (hereinafter "Consultant").

In consideration of the mutual promises contained herein, the parties hereto agree as follows:

Section 1. Scope of Work

Consultant shall provide City with the services described in Exhibit A which is attached hereto and incorporated herein by this reference as though set forth in full.

The duties and services required of Consultant under this Agreement and pursuant to this Section 1 are referred to throughout the remainder of this Agreement as "the Work."

Section 2. Responsible Individual. The individual directly responsible for the performance of the duties of Consultant is **Vivian Housen**. Consultant represents and warrants that the execution of this Agreement has been approved by Consultant and that person executing this Agreement on behalf of Consultant has the full authority to do so.

Section 3. Work Schedule.

Consultant shall be available to work as many hours as required to complete the Work immediately upon receipt of the signed Agreement from the City and shall complete each task in a timely manner as specified. Consultant shall not be held responsible for delays caused beyond its reasonable control.

Section 4. Compensation.

In consideration of the performance of the Work described in Section 1 pursuant to the schedule set forth in Section 3, Consultant shall be compensated at the rate set forth in Exhibit B which is attached hereto and incorporated herein as though set forth in full. Consultant shall not charge City for any administrative expenses or overhead, including without limitation, facsimile, mileage and other/or any other expenses incurred by Consultant in connection with Consultant's provision of the Work. Consultant acknowledges and agrees that the compensation to be paid to Consultant under this Section 4 represents the

full amount due and owing to Consultant in connection with performance of the Work.

Section 5. Amendments.

In the event City desires to retain Consultant for the performance of additional services, or wishes to delete any services in connection with this Agreement, specifications of such changes and adjustments to compensation due Consultant therefore shall be made only by written and signed amendment to this Agreement.

Section 6. Independent Contractor - Subcontractors.

It is specifically understood and agreed that in the making and performance of this Agreement, Consultant is an independent contractor and is not and shall not be construed to be an employee, common law employee, agent or servant of City. The consultant shall be solely liable and responsible to pay all required taxes and other obligations, including, but not limited to, withholding and Social Security. Consultant acknowledges and agrees that he/she is not entitled to the benefits of civil service status and/or the rights and privileges enjoyed by civil service employees and Consultant hereby waives any and all claims to such rights and/or privileges.

Section 7. Consultant's Responsibility.

It is understood and agreed that Consultant has the professional skills necessary to perform the Work, and that City relies upon the professional skills of the Consultant to do and perform the Work in a skillful and professional manner in accordance with the standards of the profession. Consultant thus agrees to so perform the Work.

Acceptance by City of the Work, or any of it, does not operate as a release of the Consultant from such professional responsibility. It is further understood and agreed that Consultant has reviewed in detail the scope of the work to be performed under this Agreement and agrees that in his professional judgment, the Work can and shall be completed for a fee within the amounts set forth in Section 3 of this Agreement.

Section 8. Hold Harmless and Indemnification.

- (a) To the fullest extent permitted by law and without limitation by the provisions of Section 4 below relating to insurance, Consultant agrees to defend, indemnify and hold harmless the City, its elected and appointed officials, officers, agents, employees and volunteers from any and all claims, demands, suits, losses, damages, injuries, and liability, direct or indirect including any and all costs and expenses in connection therewith,

incurred by reason of any acts, errors, or omissions of Consultant, whether negligent or intentional, under or in connection with this Agreement. Consultant further agrees to defend the City, its elected and appointed officials, officers, agents, employees and volunteers at its own cost, expense, and risk, and to pay and satisfy any resulting judgments. The Consultant's obligations under this Section 3 apply regardless of whether or not a liability is caused or contributed to by any act or omission of the City, except that the Consultant shall not be obligated to indemnify for liability arising from the sole negligence or willful misconduct of the City. The provisions of this Section survive the completion of the Project and/or termination of the Agreement.

- (b) To the fullest extent permitted by law and without limitation by the provisions of Section 4 relating to insurance, the Consultant shall also indemnify, defend and hold harmless the City its elected and appointed officials, officers, agents, employees and volunteers from and against all liability (including without limitation all claims, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including but not limited to reasonable attorneys' fees, court costs, and costs of alternative dispute resolution) resulting from any claim of discrimination or harassment, including but not limited to sexual harassment, arising from the conduct of the Consultant or any of the Consultant's officers, employees, agents, licensees, or subcontractors. In the event of a discrimination or harassment complaint against any employee, agent, licensee or subcontractor of the Consultant or its subcontractors, the Consultant shall take immediate and appropriate action in response to such complaint, including, but not limited to termination or appropriate discipline of any responsible employee, agent, licensee or subcontractor. The provisions of this Section survive completion of the Project and/or termination of the Agreement.

Section 9. Insurance.

Consultant shall take out and maintain during the life of the Contract: (a) Comprehensive General Liability and Automobile Liability insurance in an amount not less than \$ 2,000,000 combined single limit applying to bodily injury, personal injury and property damage; (b) professional liability insurance in the amount of \$1,000,000 per claim and \$ 2,000,000 aggregate.

The liability policy(ies) are to contain, or be endorsed to contain, the following provisions:

The City, its officers, elected and appointed officials, employees, Consultants and agents must be named as a Named Insured under the coverage afforded with respect to the work being performed under the Agreement.

Section 10. Nondiscrimination.

There shall be no discrimination against any employee who is employed in the Work, or against any applicant for such employment because of race, religion, color, sex or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Section 11. City Personnel Conflict of Interest.

No officers, member, or employee of City and no member of the governing body of City who exercises any functions or responsibilities in the review, approval of the undertaking or carrying out of the project, shall participate in any decision relating to this Agreement which affects his personal interest or the interest of any corporation, partnership, or association in which she is, directly or indirectly interested; nor shall any such officer, member or employee of City have any interest, direct or indirect, in this Agreement or the proceeds thereof.

Section 12. Consultant Conflict of Interest.

Consultant covenants that she presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of his services hereunder. Consultant further covenants that in the performance of this Agreement, no persons having any such interest shall be employed.

Section 13. Assignment.

Consultant shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of City.

Section 14. Ownership of Documents.

Consultant agrees that all documents produced in the performance of this Agreement shall be the sole property of the City including all rights therein of whatever kind and whether arising from common or civil law or equity. The Work shall be used solely for the project for which it was originally intended.

Section 15. Termination.

City may terminate this Agreement at any time without reason stated or required by giving written notice of the same and specifying the effective date thereof, at least seven calendar days before the effective date of such

termination. If the Agreement is terminated by City as provided herein, Consultant shall be paid for all effort and material expended on behalf of the Work under the terms of this Agreement, less any charges against Consultant as otherwise provided herein, up to the effective date of termination, except that upon notification of such termination, Consultant shall immediately cease to undertake any duties under the Agreement not yet underway, and shall limit its further activities up to the effective date of termination to those duties necessary to wind up work then underway.

In Witness Whereof, City and Consultant have executed this Agreement as of the date first written above.

City of Sausalito

Consultant

By: Adam W. Politizer
City Manager

By: _____
Its: _____

approved as to form:

Mary Anne Wagner
City Attorney

6F2
17

EXHIBIT A
SCOPE OF WORK

The following reference is also provided for our proposed Project Manager, Vivian Housen, for related work completed prior to joining WYA:

Ross Valley Sanitary District, Sewer System Assessment and Capital Improvement Planning Project. *Mr. Barry Hogue (former RVSD District Manager, currently with the Town of Corte Madera), (415) 927-5057*

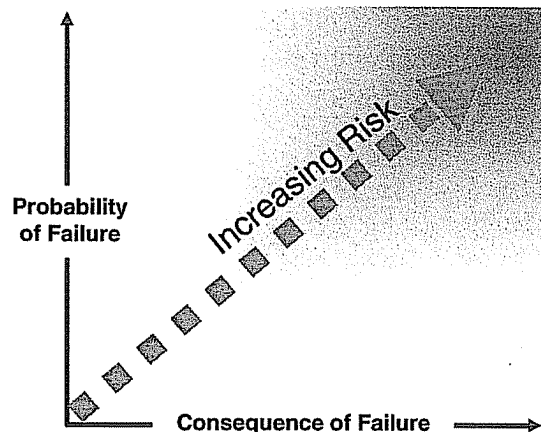
5. Project Approach & Schedule

The City of Sausalito (City) has identified 15 critical sewer rehabilitation projects and two pump station upgrades that need attention now, and seeks a 10 percent design effort to further define project needs, develop conceptual costs, and define a program to rehabilitate these facilities using available funding. The City must act quickly in response to findings from the August 2007 EPA Clean Water Act compliance evaluation inspection, and more recently, the Order for Compliance issued by the EPA on April 10, 2008.

Our understanding of the projects and their constructability, permitting, and environmental challenges is presented in Figure 1 at the end of this proposal. Each project has unique constraints and project drivers. In addition, input from Sausalito-Marín City Sanitary District (SMCSD) is needed for the pump station upgrades, which are owned by the City and operated by SMCSD. WYA will use a risk-based prioritization methodology to develop a rehabilitation plan that addresses the most critical projects first. Working closely with City and SMCSD staff, WYA will compare historical sewer assessment information to known deficiencies. CMOM inventory data, system maps, maintenance records, and video inspection records will supplement and confirm staff knowledge of issues driving sewer rehabilitation priority.

Risk of failure is a function of probability and consequence of failure ($R_f = f(P_f * C_f)$). WYA

estimates P_f based on pipe age, material, condition, and setting, and will assess and compare C_f or impact categories that are critical to the City such as cost, the environment, or the public. The resulting comparative R_f is used to further prioritize the City's projects.



WYA will use a weighted, risk-based decision methodology to target the City's most critical rehabilitation projects.

By identifying viable and cost-effective rehabilitation methods appropriate for each project, planning-level costs are assigned. Fixed funding levels are used to determine the projects—in order of criticality—that will be implemented.

Proposed tasks following the 10 percent design effort are described below. Actual task descriptions will be adjusted as needed to more accurately reflect design requirements identified during the 10 percent project development phase.

Project Management

This task includes project management activities, including day-to-day administration, progress meetings, and technical reviews.

Basis of Design Report

For each project included in the prioritized rehabilitation list, and using a workshop to gain input from City staff, WYA will provide a draft and final report that includes discussion of the following: development of design criteria; review of project components and constraints; review and

6F2
19

recommendation of rehabilitation options; discussion of environmental, permit, and easement needs; and information on schedule and cost, including potential bid alternates for rehabilitation methods.

Geotechnical Investigation & Survey

WYA's geotechnical subconsultant will perform geotechnical investigations and related permitting services as needed to develop final design documents for each identified project and will provide a draft and final report that documents the work performed, findings, and recommendations. WYA's surveyor will complete necessary aerial and field survey and mapping and will provide final survey information for incorporation into the project drawings.

Final Design

WYA will prepare construction plans and specifications suitable for bid, and cost estimates at the 50, 90, and 100 percent design phases for each identified project. This task includes necessary outreach, utility research and coordination, development of plats, maps, and legal descriptions for needed easements, permit conditions, and environmental documentation.

Bid-Period Services

WYA will assist the City as needed during the bidding phase of each identified project, including

leading the pre-bid meeting, addressing questions from bidders and issuing project addenda, and assisting with bid evaluation.

Construction-Period Services

WYA will assist the City's construction manager with construction-period services as needed, including inspection, coordination of construction staking, document reviews and response, and meeting participation and site visits.

Record Drawings

WYA will prepare and provide the City with as-built plans based on markups provided by the construction manager, documenting work performed and contractor changes.

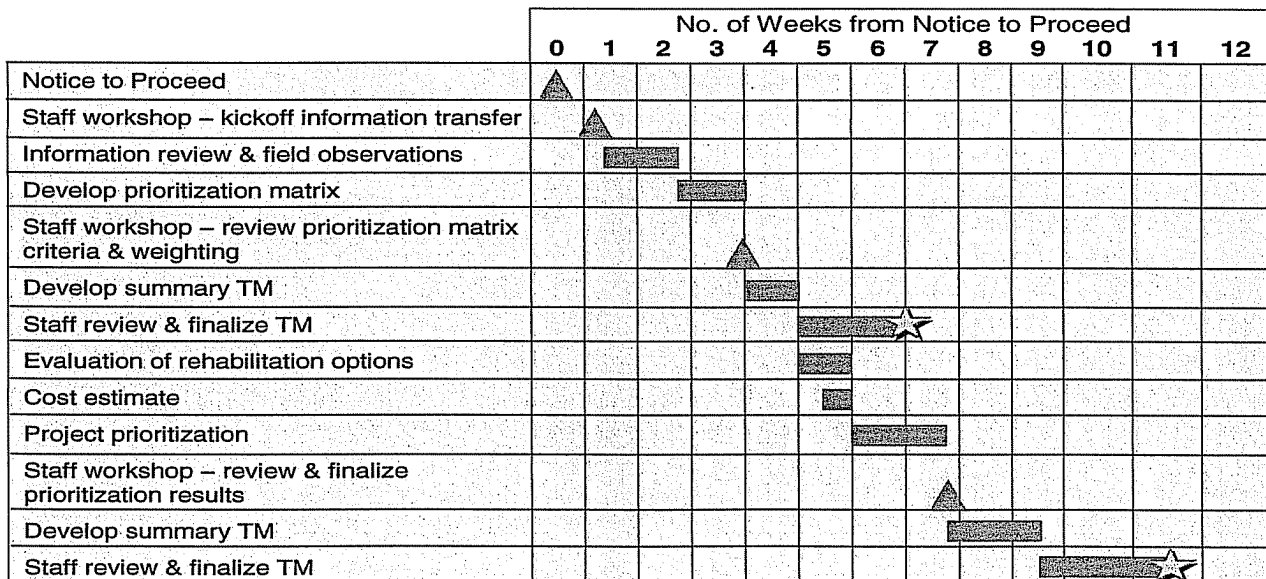
Project Schedule

Significant project milestones and associated deliverables are presented in the following schedule.

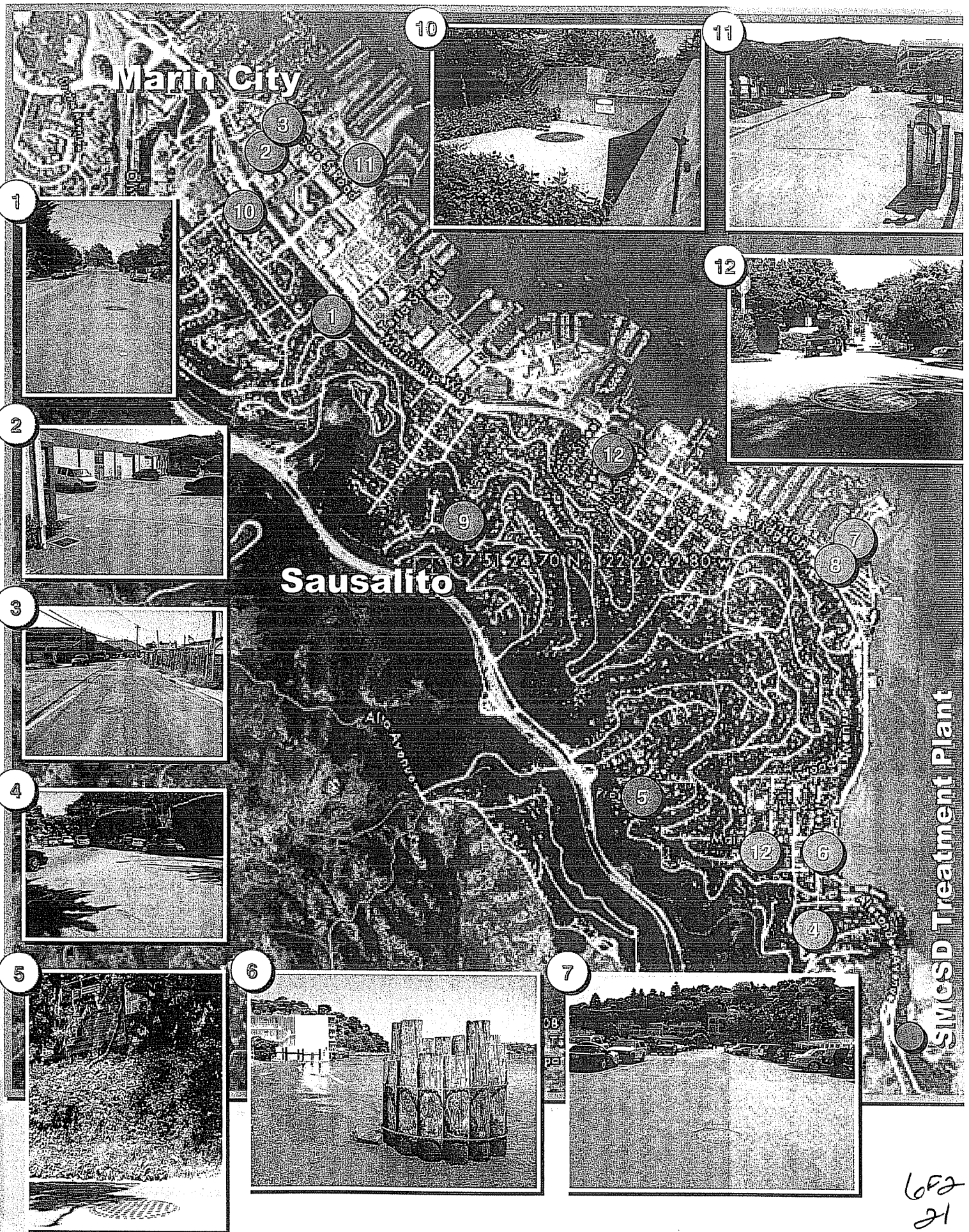
7. Cost Proposal

WYA proposes to complete the 10 percent project development scope within the budget presented in the attached cost proposal. Cost for final design activities will depend on the scope and complexity of the final project list. WYA will prepare a separate budget for this work upon completion of the 10 percent design effort.

City of Sausalito Project Development Plan for Priority Sewer System Projects



6F2
20



SIMCSD Treatment Plant

6F2
21

Figure 1. Project Locations & Key Challenges

Key	Project Description	Challenges									
		Residential/Commercial Access	Traffic Flow or Parking Will Be Impacted	Permitting or Easement Required	Environmental Permit Required	Adjacent Utilities	Bypass Pumping	Site Constraints (e.g., Limit Rehabilitation Options)	Geotechnical Concerns		
2005 Sewer Main Rehabilitation Projects	1 517 Nevada Street is located in a residential neighborhood on a level roadway paved with asphalt. The sewer is in the center of a wide, two-lane road that serves as the main access to Bayside Elementary School and the City Corporation Yard.	✓	✓			✓					
	2 403 Coloma Street is located on a commercial site within a level parking lot paved with asphalt. The sewer crosses directly below the north row of parking stalls. This sewer is in an area that is known to have a high occurrence of SSOs.		✓	✓							✓
	3 247 to 305 Gate 5 Road is located in a commercial area within a level roadway paved with asphalt. The sewer is located in the northbound lane of a delineated two-lane road. This sewer is in an area that is known to have a high occurrence of SSOs.		✓			✓					✓
	4 475 South Street to Edwards Avenue is a short, very steep roadway in a residential area. The road is paved with concrete and has a single ingress and egress point from the heavily traveled Alexander Avenue / South Street. The downstream manhole is located within the heavily traveled portion of South Street. The upstream manhole on Edwards is located beyond a planted island with established trees.	✓	✓			✓		✓			✓
	5 137 Prospect Avenue to 495 Sausalito Boulevard is located in a residential area. Access to the site is via a steep, narrow, winding roadway paved with asphalt. The downstream manhole is located in the center of the road. The sewer continues up a steep, private hill and may be partially located beneath an existing home.	✓	✓	✓		✓	✓	✓			✓
Waterfront Projects	6 Three projects—Alexander Avenue Main at Beach, Alexander Avenue Force Main, and Bridgeway from Valley to Main—are located along the edge of the waterline in the San Francisco Bay. Access is difficult or unavailable from land. The Alexander Avenue facilities were not observed during the sitewalk. The Bridgeway sewer is a concrete box structure; the sewer and manholes were fully submerged during high tide.	✓		✓	✓		✓	✓			✓
	7 Two projects—the Spinnaker Grease Interceptor and Spinnaker Main—are located on a commercial site next to a restaurant. The main is located in a level, large parking lot paved with asphalt. The sewer currently crosses below an area that is used for storage.		✓	✓							✓
	3 Gate 5 Road is located in a commercial area within a level, delineated two-lane roadway paved with asphalt. This sewer is in an area that is known to have a high occurrence of SSOs.		✓			✓					✓
	8 Anchor Street Pump Station is a buried facility located in a commercial/tourist area. The pump station, owned by the City and operated by Sausalito-Marín City Sanitary District, has potential mechanical, electrical, and odor issues. Also, inlet and discharge piping may need rehabilitation.		✓	✓			✓				✓
2009 Sewer Projects	9 33 Toyon Lane to 69 Woodward Avenue is located in a residential area. Access to the site is via a steep, narrow, winding roadway paved with asphalt. The downstream manhole is located on the edge of a private driveway. The sewer crosses the driveway and proceeds up a steep private parcel through a ravine.	✓	✓	✓		✓	✓	✓			✓
	13 Whiskey Springs Pump Station is a buried facility located on a corner in a residential area. The facility, owned by the City and operated by Sausalito-Marín City Sanitary District, has potential mechanical, electrical, and odor issues. Inlet and discharge piping may also need rehabilitation.			✓			✓				
	11 Harbor Drive at Gate 5 Road is located in a commercial area within a level, two-lane roadway paved with asphalt. The eastern manhole is located in the center of the road at the entrance to the private Clipper Yacht Harbor parking lot.		✓	✓		✓					✓
	12 4th Street from Valley to Main is located in a residential area within a level, narrow roadway paved with asphalt. The sewer is located in the center of 4th Street, with manholes located in the middle of the intersections with Valley and Main.	✓	✓			✓					

6F2
22

EXHIBIT B
FEE SCHEDULE

6/12
23

Cost Proposal for City of Sausalito

Consultant Services to Prepare Plans, Specifications, Estimate, and Other Documents for Sewer System Projects within the City of Sausalito

Estimated Staff Hours and Budget		Labor										Costs	
West Yost Associates		PMP	PMP	SZ/SS	ESL	ADM	SD/SCAD	Hours	Fee	Drafting	Hours	Other	Total
PROJECT: Sewer System Projects		\$210	\$210	\$164	\$130	\$89	\$106		\$	\$		Direct	Costs
		Jul Goodwin	W. House	N. McWilliams	J. Williams	Admin	CAD						

Task 1.0 Kickoff Meeting/Prioritization													
1.01 Kickoff Meeting	4	4	4	4	1	1		14	\$ 2,549			\$ 200	\$ 2,749
1.02 Review Existing Information	2	4	8	8				22	\$ 3,612	0	\$ -	\$ 200	\$ 3,812
1.03 Develop Matrix Components/Model		4	1	2	2	2		9	\$ 1,430				\$ 1,430
1.04 Workshop		4	1	1	1	1		7	\$ 1,217				\$ 1,217
1.05 Technical Memorandum		1	2	8	4	4	4	19	\$ 2,334	4	\$ 100		\$ 2,434
Subtotal, Task 1 (hours)	6	17	16	20	8	8	4	71					
Subtotal, Task 1 (\$)	\$ 1,260	\$ 3,570	\$ 2,624	\$ 2,600	\$ 664	\$ 424			\$ 11,142	\$ 100	\$ 400	\$	\$ 11,642

Task 2.0 Project Definition													
2.01 Rehabilitation Options	4	1	4	12	2	2		23	\$ 3,432				\$ 3,432
2.02 Cost Estimate	2	1	4	8	2	2		17	\$ 2,492				\$ 2,492
2.03 Workshop		4	4	1	1	1		10	\$ 1,709			\$ 200	\$ 1,909
2.04 Technical Memorandum	4	4	6	12	6	6	10	42	\$ 5,782	10	\$ 250		\$ 6,032
Subtotal, Task 2 (hours)	10	10	18	33	11	11	10	92					
Subtotal, Task 2 (\$)	\$ 2,100	\$ 2,100	\$ 2,952	\$ 4,290	\$ 913	\$ 1,060			\$ 13,415	\$ 250	\$ 200	\$	\$ 13,865

Task 3.0 Project Management													
3.01 Project Conference Calls		2	2	1	1	1		6	\$ 961				\$ 961
3.02 Status Reports		2						2	\$ 420				\$ 420
3.03 Quality Control and Technical Review	4							4	\$ 840				\$ 840
Subtotal, Task 3 (hours)	4	4	2	1	1	1	0	12					
Subtotal, Task 3 (\$)	\$ 840	\$ 840	\$ 328	\$ 130	\$ 83	\$ -			\$ 2,221	\$ -	\$ -	\$	\$ 2,221

TOTAL (hours)	20	31	36	54	20	14	175						
TOTAL (\$)	\$4,200	\$6,510	\$5,904	\$7,020	\$1,660	\$1,484			\$ 26,778	\$ 350	\$ 600	\$	\$ 27,728

6F2
24